M. R. INTERIM PLAN

Each Interim Plan needs a separate Action Plan face sheet with Interim Plan checked in the Plan Type space

# *If the Interim Plan is written at the same time as the Annual Plan, use the same number as the Desire/Need for the Interim Plan.* *If the Interim Plan is written separately from the Annual Plan, assign any number.*	**INTERIM** *Use the same name as for the original Desire/Need*

NEED DESCRIPTION:
Brief description of the Unmet Need

START DATE: *Date the Need was identified as unmet*	**PROJECTED DATE**: *Date the Unmet Need is expected to be met, up to a year from the original Plan Date*	

PERSON RESPONSIBLE: *Name of **person** (not agency, not job title) with overall responsibility for this Need. Enter only one name. If there are shared responsibilities, name the person who has primary responsibility.*

ACTION #: *Use the number you gave the Interim Plan above plus a letter, e.g., 1A*	**ACTION NAME:** *Identify the action. As with Plan Name and Desire/Need, this name becomes the label identifying the action in the EIS*

ACTION DESCRIPTION:
Brief description of the action that will be taken to address the unmet need

ACTION START DATE: *Date the action is expected to begin. All dates must be mm/dd/yy*	**TARGET DATE:** *Date the action is expected to be completed, up to a year from the Annual Plan date*	

PERSON RESPONSIBLE:
*The name of the **person** (not agency, not job title) responsible for this action*

RESOURCES NEEDED:
Use this space to identify resources such as funding, staff, training, etc. that may be needed to accomplish this action. This need not be a descriptive narrative; a simple list is sufficient

ACTION #: *If the Action above is 1A, this would be 1B, etc.*	ACTION NAME:

ACTION DESCRIPTION:

ACTION START DATE:	TARGET DATE:	

PERSON RESPONSIBLE:

RESOURCES NEEDED:

If there are more than 4 Actions, use another Interim Plan sheet. On the new sheet cross out the block at the top and complete as many Action blocks as needed, continuing the numbering for each Action (1E, 1F, etc.)
Number each page